

**TOWN OF GREENWOOD
MONTHLY MEETING
GREENWOOD TOWN HALL
100 W. Market Street
Tuesday, May 1, 2012 at 7:30 P.M.**

AGENDA

APPROVAL OF MINUTES

- Regular Council Meeting of April 3, 2012

CITIZENS PRIVILEGE

TOWN MANAGER'S REPORT

1. Financial Statement Review

ENGINEER UPDATES

1. Written Report

POLICE

1. Verbal Report

NEW BUSINESS

- 1.

OLD BUSINESS

1. Water Ordinance
2. Woodbridge Sewer Agreement

EXECUTIVE SESSION

1. Personnel
2. Litigation
3. Land Acquisition

ADJOURNMENT

NOTE: AGENDA SHALL BE SUBJECT TO CHANGE TO INCLUDE OR DELETE ADDITIONAL ITEMS (INCLUDING EXECUTIVE SESSIONS), WHICH ARISE AT THE TIME OF THE MEETING. [29 Del. C. S1004 (e)(3)]

Posted: 04/24/12



DAVE MCUNE WATER INC.

Rev 07.31.09

Town of Greenwood

Well Operation and Maintenance Checklist

The following checklist is intended to represent general items that should be noted during each site visit. While this list is intended to be comprehensive, it should not be taken as an exhaustive list of every detail which should be observed. It is more important to be alert to changes in and around the facility, than to focus only on the contents of this list. Additions and modifications should be made periodically to reflect system modifications and improvements.

1. General

- a. Is building secure?
- b. Are well heads secured?
- c. Are any contaminants or potential contaminants nearby?
- d. Interior/exterior damage noted since last visit?
- e. Are log entries up to date?
- f. Keep a maintenance log on the maintenance schedule for all chemical pumps, electrical components, flow meters, and any other user serviceable items.
- g. Are any parts missing from spare parts inventory?
- h. Are all tools stored in the correct location?
- i. Is PPE used when required?
- j. Inspect all PPE and replace as necessary.
- k. Ensure that all operator certifications are current
- l.
- m.

2. Piping

- a. Visual observation of condition – new areas of rust?
- b. Any signs of leaks?
- c. Valves in the correct position?
- d. Do all hose bibs have vacuum breaker installed?
- e. Is blowoff screened or capped?
- f. Is air release valve screen in place?
- g.
- h.
- i.



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3. Chemicals

- a. Check feed pumps for smooth operation.
- b. Check feed pumps and around all piping connections for signs of leaks.
- c. Record chemical tank liquid levels and reorder as necessary.
- d. Adjust chemical feed pump rates as needed to achieve the desired effect.
- e. Do chemical containers display the chemical name and the NSF approval designation?
- f. Record fluoride water meter reading
- g.
- h.
- i.

4. Electrical

- a. Are panels secure and sealed?
- b. Any alarm conditions apparent?
- c. Replace light bulbs as needed.
- d. Is alarm system functioning?
- e. Perform periodic tests of alarm faults to confirm that system is functioning as expected.
- f.
- g.
- h.

5. Mechanical

- a. Time well pump flow rate.
- b. Record flow meter reading.
- c. Record well pump motor elapsed time reading.
- d. Record water level measurement in well.
- e. Note elevated storage tank level.
- f. Does the heating system properly function?
- g. Does the ventilation system properly function?
- h. Observe and record system pressure
- i. Periodically exercise emergency generator under load conditions
- j. Check fuel, oil, coolant, and other liquid levels in emergency generator.
- k.
- l.
- m.



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6. Sampling/Records retention

- a. Keep emergency response plan on file
- b. Keep o & m manual current and on file
- c. Keep bacteria sampling plan and results on file
- d. Keep lead and copper sampling on file
- e. Conduct disinfection testing and keep results on file
- f. Test fluoride dosage daily at the DEP and maintain records
- g. Test for pH at least 3 times/week and maintain records
- h.
- i.
- j.

7. Housekeeping

- a. Sweep floors.
- b. Wipe down all piping.
- c. Dust utility panels.
- d. Clean and paint equipment that shows signs of corrosion and or coating failure.
- e. Remove trash and other debris.
- f. Collect debris from outside of buildings.
- g. Check for standing water near well heads.
- h.
- i.
- j.